

<b>TCBC Service Area:</b>	Neighbourhoods, Planning and Public Protection
<b>Work area:</b>	Economy & Environment
<b>Contact Details:</b>	Geraint John
<b>Privacy Notice Name:</b>	Economy Enterprise & Environment

**Data controller:**

**Torfaen County Borough Council**  
**C/o Civic Centre**  
**Pontypool**  
**NP4 6YB**

**Data Protection & Information Governance Officer:**

**Susan Bullock**  
**01633 647467**  
**Email: [dpa@torfaen.go.uk](mailto:dpa@torfaen.go.uk)**

**1) Have we sourced your personal data, directly from you?**

Personal data may be provided to us in the form of application or service request forms, by the individual or a third party acting on their behalf

**If no, how did we obtain your personal data?**

It was shared with the Council

**2) What information does the Council collect about you?**

The Council collects and processes a range of information about you. This includes.

Names, addresses, telephone numbers, email address, next of kin details, business information, financial information, qualifications and in some cases criminal history

**3) The Council may collect this information in a variety of ways:**

Application forms, service request forms, other Council Departments, partner organisations, telephone enquiries received

**We will store your data:**

In secure paper filing systems, archive records, electronic databases

**4) Why does the Council process your personal data?**

**To comply with the legal obligations of the Council**

**Consent**

**Necessary to fulfil the tasks in the public interest or exercise of authority vested in the Council**

**Necessary to meet the contractual obligations entered into by the person/citizen**

**5) Special categories of personal data:**

No

**We can process this category of data because:**

n/a

**6) Who has access to your data?**

Other Departments within the authority, Welsh Government, Credit Unions, Funding Partners, Police, Natural Resources Wales, Housing Associations, other local authorities

**The Council shares your data with third parties because**

In exercise of our duties

**Is the Data transferred out of the EEA**

No

**7) How does the Council protect data?**

The Council has internal policies in place to ensure the security of the data it processes is not lost, accidentally destroyed, misused or disclosed.

Furthermore data is not accessed by employees except in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

**8) How long does the Council keep your data?**

The Council will hold your personal data only for the period that is necessary and will follow Local Authority standards and any funding or archival requirements.

9) Are we making automated decisions/profiling with your data?

No

### **Your rights**

You have a number of rights you can exercise:

- access and obtain a copy of your data on request
- require the Council to change incorrect or incomplete data
- under certain circumstances you can require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- to know the period of time that the data will be stored for
- the right to data portability
- the right to withdraw your consent at any time
- the right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- the consequences of if you fail to provide data to the Council
- the existence of and automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact the relevant service area

[geraint.john@torfaen.gov.uk](mailto:geraint.john@torfaen.gov.uk)

## DOCUMENT CONTROL

<b>Title:</b>	<b>PN067 – Economy, Enterprise &amp; Environment</b>		
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## REVISION HISTORY

<b>Issue Date</b>	<b>Version / Status</b>	<b>Reason for Change</b>	<b>Changed By:</b>
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
June 2019	2.0 Live	Reviewed – No changes	Geraint John